



System Training and Response (STaR) Team – SAIS Workshop

SAIS Requirements Related to Special Education and English Language Learner Programs

This presentation is intended to provide a comprehensive overview of the procedures necessary to report information to SAIS for students who participate in Special Education (SPED) and English Language Learner (ELL) programs. The presentation will likely be of greatest benefit to personnel from local educational agencies who are new to the processes related to managing SAIS data for students who participate in SPED and/or ELL programs. Though welcome to attend, those with previous experience in these areas may only be interested in changes put in place for the current year and may find the presentation to be of lesser value.

Detailed information regarding changes to SAIS requirements for Fiscal Year 2008 is available as part of the SAIS Information Series at <http://www.ade.az.gov/schoolfinance/star/>

Target audience

New users who have responsibilities related to collecting, submitting and verifying SAIS data applicable to students who participate in Special Education and/or English Language Learner programs. (Optional for experienced users)

Topics (9:00 AM – Noon)

- Details (including related business rules) regarding the SAIS transactions applicable to students who participate in Special Education and ELL programs (SPED Service Participation, ELL Program Participation, Student Assessment)
- Brief overview of the SAIS submission process
- Step-by-step instructions on the process of accessing and using the ADE generated Student Detail reports to verify the data relating to Special Education and English Language Learner programs that reside in SAIS
- Understanding ADE timelines related to calculating funding for SPED and ELL program participants

Topics (1:00 – 3:00 PM)

- Using SAIS Online to submit information for Special Education students who are tuitioned-out to private schools or who participate in Head Start

Information for workshop participants

- Pre-registration through use of the ADE “Calendar of Events” located at <http://www.ade.az.gov/online/registration/calendar/RenderCalendar.asp> is required.
- Workshop dates and locations are found on page 2.
- Please visit the STaR Team web site at <http://www.ade.az.gov/schoolfinance/star> to download the documents used to support this workshop. (Documents will be posted by noon on October 3, 2007.)
- Sessions will begin promptly at 9:00 AM. Participants are asked to allow adequate time for travel, parking and locating the classroom.
- Parking passes will be sent by email to those attending sessions at the ADE Student Services Building.

SPED/ELL/SAIS Online

All sessions begin at 9:00 AM

Northern Region Workshop Locations

Wednesday, October 17, 2007	Flagstaff USD Boardroom, 3285 E. Sparrow Ave., Flagstaff, AZ
Thursday, October 18, 2007	Kingman USD Boardroom, 3033 MacDonald Ave., Kingman, AZ
Wednesday, October 24, 2007	Snowflake USD Boardroom, 682 School Bus Lane, Snowflake, AZ
Tuesday, November 6, 2007	Yavapai County Mackin Building, 840 Rodeo Drive, Prescott, AZ

Central Region Workshop Locations

Thursday, October 4, 2007	ADE Student Services Building, Rooms 100/101, 2005 N. Central Ave., Phoenix, AZ
Friday, October 12, 2007	ADE Student Services Building, Rooms 100/101, 2005 N. Central Ave., Phoenix, AZ
Tuesday, October 16, 2007	Kyrene ESD Boardroom, 8700 S. Kyrene Road, Tempe, AZ
Monday, October 22, 2007	Arizona Department of Economic Security, Flagstaff Room, 3161 N. 33rd Ave., Phoenix, AZ
Thursday, October 25, 2007	Paradise Valley USD Boardroom, 15002 N. 32nd St., Phoenix, AZ
Friday, October 26, 2007	Arizona Department of Administration, Room 300, 100 N. 15th Ave., Phoenix, AZ

Southern Region Workshop Locations

Wednesday, October 10, 2007	Sierra Vista USD Special Services Building, 3401 E. Fry Blvd., Sierra Vista, AZ
Tuesday, October 16, 2007	Vail USD Meeting Room, 13801 E. Benson Highway, Vail, AZ
Thursday, October 18, 2007	Yuma Educational Technology Consortium Computer Lab, 596 S. 4th Ave., Yuma, AZ
Wednesday, October 24, 2007	Nogales USD, MIS Technology Classroom, 451 N. Arroyo Blvd., Nogales, AZ
Thursday, October 25, 2007	Graham County General Services Building Meeting Room, 921 Thatcher Blvd., Safford, AZ
Monday, October 29, 2007	Sunnyside USD Boardroom, 2238 E. Ginter Road, Tucson, AZ

For driving/parking directions, please click on:

Get Directions to STaR Team Workshop Locations at <http://www.ade.az.gov/schoolfinance/star>